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NASA Procedural Requirements

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Public Appearances of NASA Astronauts and Other Personnel w/Change 1 (Revalidated 01/07/05)

Responsible Office: Office of the Chief of Strategic Communications

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Change History

NPR 1385.1, Public Appearances of NASA Astronauts and Other Personnel

Chg#	Approved	Description/Comments
1	12/05/03	Per memo signed by the Associate Deputy Administrator for Institutions and Asset Management, James L. Jennings, dated 12/5/03, all NPGs current on 12/5/03 are now NASA Procedural Requirements (NPRs). NPR contents are mandatory/requirements.
2	01/07/05	Revalidated with administrative corrections made to titles, organization information and references throughout, and contact information.

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Preface

P.1 PURPOSE

This NPR establishes procedures, requirements, and criteria for the acceptance of public speaking engagements by NASA Astronauts and other NASA personnel. For the purpose of this NPR, other NASA personnel include scientists, managers, and other knowledgeable NASA officials.

P.2 APPLICABILITY

This NPR applies to NASA Headquarters and NASA Centers, including Component Facilities.

P.3 AUTHORITY

42 U.S.C. 2473 (a) (3) and 2473 (c) (1), Sections 203 (a) (3) and 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.

P.4 REFERENCES

NPD 1385.2F, "Public Appearances of NASA Astronauts and Other NASA Personnel."

P.5 CANCELLATION

None.

REVALIDATED

January 7, 2005, Original signed by

/S/ Peggy C. Wilhide
Associate Administrator for
Public Affairs

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Chapter 1. Public Appearances of NASA Astronauts

1.1 Policy

As indicated in NPD 1385.2F, it is NASA policy to encourage public appearances of NASA astronauts to assure the widest dissemination of information concerning NASA and its programs. Public appearances are encouraged provided that they:

1.1.1 serve in the best interest of NASA and the Government.

1.1.2 support the Agency's goals and reflect the Administrator's priorities.

1.1.3 have no adverse impact on or interference with the astronaut's primary responsibilities.

1.1.4 do not exploit NASA or the astronauts for fundraising, sponsorship, endorsement, or financial assistance directly or indirectly, or events of questionable benefit to NASA or the U.S. Government.

1.1.5 do not violate the standards of ethical conduct for employees of the Executive Branch, 5 CFR part 2635." NASA personnel are prohibited from accepting an honorarium of additional compensation for making official public appearances.

1.1.6 do not unlawfully segregate or exclude on the basis of race, color, age, religion, sex, national origin, sexual orientation, or disability. A specific inquiry as to any segregation practices of the group is required prior to acceptance.

1.2 Acceptance Requirements

The following requirements will govern public appearances by NASA astronauts:

1.2.1 During the preflight period, astronauts will not be available for public appearances.

1.2.2 During the entire 12 months of their candidacy, NASA astronaut candidates will not be available for public appearances.

1.2.3 Except for astronauts in the preflight and postflight periods, and astronaut candidates during their candidacy, the frequency of public appearances will generally not exceed two per month. Exceptions may be granted for the Houston, Texas, area and for Space Flight Awareness program activities. The number of events per day will normally be limited to three, except in unusual circumstances and when the astronaut receives prior approval. Except for foreign travel, NASA astronauts will not usually be permitted to remain away from the Johnson Space Center (JSC) for more than two working days or 48 hours per public appearance.

1.2.4 An unrestricted number of public appearances may be scheduled for astronauts during their postflight periods.

1.3 Definitions

1.3.1 NASA astronauts are commanders, pilots, mission specialists, and astronaut candidates employed by or detailed to NASA.

1.3.2 A public appearance is any appearance by a NASA astronaut before a public gathering that is officially sanctioned under the provisions stated in 1.1 above.

1.3.3 Preflight period is the 6-month period preceding the scheduled launch date for a mission to which an astronaut is assigned.

1.3.4 Postflight period is the 30-day period following postflight debriefing and leave for returning astronaut crews.

1.4 Responsibility

1.4.1 The Director, Public Outreach Division, NASA Headquarters, is responsible for the following:

1.4.1.1 Developing policy for the astronaut appearance program.

1.4.1.2 Ascertaining that necessary funds are available before committing astronauts to nonreimbursable appearances.

1.4.2 The Astronaut Appearances Coordinator (Astronaut Program), NASA Headquarters, is responsible for the following:

1.4.2.1 Reviewing and scheduling all astronaut appearances involving the White House, Executive and Legislative Branches of the U.S. Government, or the Diplomatic Corps which encompasses Embassies and Foreign Missions and all foreign countries.

1.4.3 The Astronaut Office (JSC) is responsible for the following:

1.4.3.1 Scheduling all other requests for astronaut appearances not specifically identified in 1.4.2.1 above.

1.4.3.2 Processing travel arrangements and reimbursement of all appearances.

1.4.3.3 Compiling a schedule of all astronaut appearances being developed by its coordinators and distributing the schedule to the Director of Public Outreach, Public Affairs Office, NASA Headquarters, on a weekly basis.

1.4.4 The Astronaut Office (JSC) will not be required to provide NASA Headquarters with copies of correspondence pertaining to astronaut appearances unless specifically requested. This correspondence includes letters and itineraries.

1.5. Measurements

1.5.1 The Astronaut Office (JSC) will provide a monthly report of completed astronaut appearances to the Public Outreach Division, NASA Headquarters. The report will list events, geographic locations, and audience size for all appearances each month.

1.5.2 The Public Services Division, Astronaut Appearance Coordinator, will provide semiannual and annual reports of astronaut appearances. These reports will list events, geographic locations, audience size, and significant trends in astronaut appearances.

1.5.3 The Astronaut Appearance Coordinator will obtain feedback and measure the performance of the NASA astronaut appearance program and provide semiannual statistics to the NASA Headquarters, Public Outreach Division. The statistics should incorporate feedback from the Astronaut Office (JSC).

1.5.4 Periodic assessments will be conducted at NASA Headquarters to determine if other data collection methods are required. If so, the new requirements will be discussed and mutually agreed upon by both the NASA Headquarters, Public Outreach Division, and the Astronaut Office (JSC) prior to implementation.

CHAPTER 2. Public Appearances of NASA Personnel

2.1 Policy

As stated in NPD 1385.2, it is NASA policy to assure the widest practicable dissemination of information about NASA and its programs consistent with applicable Agency regulations.

2.2 Acceptance Guidelines

Public appearances by NASA personnel are encouraged provided that they:

2.2.1 are in the best interest of NASA and the Government and support the Agency's goals and reflect the Administration's priorities;

2.2.2 can be accommodated without major interference to the official NASA duties of the intended speaker;

2.2.3 have no adverse impact on program activities;

2.2.4 will not exploit NASA or the intended speaker for fundraising, sponsorship, endorsement, or financial assistance;

2.2.5 do not unlawfully segregate or exclude on the basis of race, age, color, religion, sex, national origin, sexual orientation, or disability;

2.2.6 do not violate the standards of ethical conduct for employees of the Executive Branch, 5CFR Part 2635, or 18 U.S.C. Section 209, prohibiting Federal personnel from accepting an honorarium of additional compensation for making official public appearances.

2.3 Definitions

A public-speaking engagement typically will be considered official if it is the result of a request to NASA to furnish a speaker, or of an invitation addressed to an employee of NASA to appear in his/her official capacity, rather than as a private individual, during or outside of duty hours.

2.4 Responsibility

2.4.1 Officials-in-Charge of Headquarters Offices and Directors of NASA Centers are responsible for obtaining prior approval for the acceptance of invitations to make public presentations in accordance with the provisions of these guidelines.

2.4.2 The Speakers Bureau Coordinator, Public Outreach Division, NASA Headquarters, is responsible for developing and maintaining a unified Speakers Bureau Program Agencywide.

2.4.3 Each NASA Center Public Affairs Office will designate a Speakers Coordinator who will manage the NASA Speakers Bureau for his/her Center. Each Speakers Coordinator will perform the following:

a. Receive and process requests for speakers for his/her Center. Upon receipt of an invitation, determine the location of the speaking engagement. If the engagement is not within the Center's geographical area, the request should normally be forwarded to the Center responsible for the requester's geographic location. Exceptions to this rule may be made when the invitation specifies a named individual at the Center, or subject matter which is in the program expertise of the Center.

b. Provide a reply to the requester of the Agency's acceptance or declination. NASA Centers may utilize or develop a

form similar to NASA Form 1201, "Request for Guest Speaker," or NASA Form 1601, "Public Appearance Report," to determine whether acceptance of such invitation is in accordance with the policy and guidelines established within this NPR.

c. Provide assistance in obtaining background information and audiovisual materials on NASA programs for use in preparing speeches or presentations. There is no Agencywide requirement that nonscientific or nontechnical speeches be officially cleared prior to deliverance. However, external papers and speeches involving scientific and technical information will be administered and approved in accordance with NPR 2200.2A "Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information."

d. Follow requirements pertaining to approval of travel to outside events, see NPD 9710.1, "Delegation of Authority -- To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters," and the provisions of the NASA Financial Management Manual, FMM 9740-20.

e. Process all requests received by the Center with the exception of requests for the Center Director and senior staff. If a specific individual receives an invitation, that individual should forward the request to the Center's Speakers Coordinator for action.

f. Provide statistical information to the Public Outreach Division, NASA Headquarters, and to the Center Office of Public Affairs, upon request.

2.5 Measurements

2.5.1. The Speakers Bureau Coordinators will provide semiannual reports of the speakers' activities at their Center to the NASA Headquarters Speakers Bureau Coordinator. The report will list the monthly total of requests.

2.5.2. The Speakers Bureau Coordinators will obtain feedback from the speakers and sponsors. This feedback will be in the form of surveys containing metrics, which can be measured to determine the performance of the NASA Speakers Bureau Program.

2.5.3. The Speakers Bureau Coordinators will provide semiannual reports, which will consist of total requests by monthly feedback statistics from speakers and sponsors. The semiannual report will also include any steps taken to improve the processes and services based on the feedback obtained.

2.5.4. The Public Outreach Division, NASA Headquarters, will determine if any additional data collection is required and will conduct periodic assessments. As necessary, new requirements will be discussed and mutually agreed upon by both NASA Headquarters and Centers prior to implementation.